

| | | | | | | | | | |
|----|-------------------------------|------------|-----------|------------|-----------------------------------|--|--|--|--|
| K7 | | | | | =Branch1.K7+Branch2.K7+Branch3.K7 | | | | |
| | A | K | L | M | N | | | | |
| 1 | | | | | | | | | |
| 2 | Flowing Abundantly Ltd | | | | | | | | |
| 3 | Combined YTD | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | Oct | Nov | Dec | YTD | | | | |
| 6 | Revenue: | | | | | | | | |
| 7 | Greenery Sales | 140,340 | 126,030 | 233,102 | 4,279,995 | | | | |
| 8 | Fertilizer Sales | 77,775 | 23,829 | 20,316 | 2,383,984 | | | | |
| 9 | Earth Sales | 61,778 | 17,569 | 9,006 | 879,163 | | | | |
| 10 | Sub-Total | 279,893 | 167,428 | 262,424 | 7,543,142 | | | | |
| 11 | | | | | | | | | |
| 12 | Cost of Sales: | | | | | | | | |
| 13 | Wholesaler Purchases | 98,572.06 | 70,386.34 | 98,368.22 | 2,564,668.00 | | | | |
| 14 | Sales Tax | 31,890.49 | 22,771.11 | 31,824.13 | 829,746.00 | | | | |
| 15 | Sub-Total | 130,462.55 | 93,157.45 | 130,192.35 | 3,394,414.00 | | | | |
| 16 | | | | | | | | | |
| 17 | Total Revenue: | 227,946 | 133,408 | 177,393 | 4,148,728 | | | | |
| 18 | | | | | | | | | |
| 19 | Expenses: | | | | | | | | |
| 20 | | | | | | | | | |

Figure 229: Combined sheet showing linking between branch sheets

- Copy the formula, highlight the range K7:N17, click **Edit > Paste Special > Paste Special** on the Menu bar, or right-click and select **Paste Special > Paste Special** in the context menu, or press **Ctrl+Shift+V**. Uncheck the **Paste all** and **Formats** options in the **Selection** area of the dialog, check all other options in that area, and click **OK**. You will see the following message:

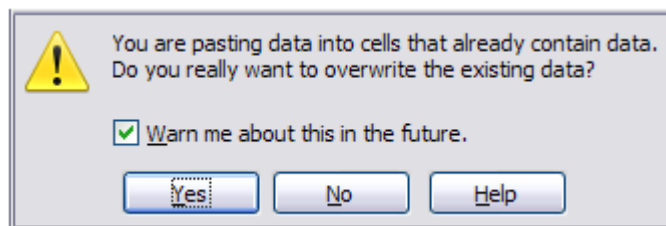


Figure 230: Linking sheets: pasting a formula to a cell range

- Click **Yes**. You have now copied the formulas into each cell while maintaining the format set up in the original sheet. Of course, in this example you would have to tidy up the sheet by removing the zeros in the non-formatted rows.

| | | | | | | | | | |
|-----|-------------------------------|------------|-----------|------------|--------------------------------------|--|--|--|--|
| N17 | | | | | =Branch1.N17+Branch2.N17+Branch3.N17 | | | | |
| | A | K | L | M | N | | | | |
| 1 | | | | | | | | | |
| 2 | Flowing Abundantly Ltd | | | | | | | | |
| 3 | Combined YTD | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | Oct | Nov | Dec | YTD | | | | |
| 6 | Revenue: | | | | | | | | |
| 7 | Greenery Sales | 140,340 | 126,030 | 233,102 | 3,809,089 | | | | |
| 8 | Fertilizer Sales | 77,775 | 23,829 | 20,316 | 1,705,215 | | | | |
| 9 | Earth Sales | 61,778 | 17,569 | 9,006 | 501,550 | | | | |
| 10 | Sub-Total | 279,893 | 167,428 | 262,424 | 6,015,854 | | | | |
| 11 | | 0 | 0 | 0 | 0 | | | | |
| 12 | Cost of Sales: | 0 | 0 | 0 | 0 | | | | |
| 13 | Wholesaler Purchases | 98,572.06 | 70,386.34 | 98,368.22 | 2,045,390.74 | | | | |
| 14 | Sales Tax | 31,890.49 | 22,771.11 | 31,824.13 | 661,743.71 | | | | |
| 15 | Sub-Total | 130,462.55 | 93,157.45 | 130,192.35 | 2,707,134.45 | | | | |
| 16 | | 0 | 0 | 0 | 0 | | | | |
| 17 | Total Revenue: | 153,941 | 92,086 | 144,334 | 3,308,720 | | | | |
| 18 | | | | | | | | | |
| 19 | Expenses: | | | | | | | | |

Figure 231: Linking sheets: Copy / Paste Special from K7:N17

The Function Wizard can also be used to accomplish the linking. Use of this wizard is described in detail in "Using the Function Wizard" on page 266.